



## CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES	<b>RELEASE DATE:</b>	Friday, February 10, 2012
<b>POSITION TITLE:</b>	Deputy Director, Health Care Operations, Division of Correctional Health Care Services	<b>FINAL FILING DATE:</b>	Friday, February 24, 2012
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	02092012_7

### POSITION DESCRIPTION

Under the administrative direction of the Director, Division of Correctional Health Care Services, (DCHCS) the Deputy Director, Health Care Operations is responsible for planning, developing, implementing and establishing policies for the Department of Corrections and Rehabilitation's (CDCR) statewide health care delivery system. This position is a member of the DCHCS Executive Team, who are tasked with providing policy direction to headquarters and field operations comprised of upwards of 9,000 clinical, support and ancillary staff. The Deputy Director is responsible for the management of Health Care Support Services, comprised of Resource Management and Program Support, Health Care Facilities and Licensing (HCFALL), and Health Care Placement Oversight Program (HCPOP); for providing day-to-day policy direction on health care operational issues; and maintaining fiscal responsibility while striving to ensure a constitutional level of care is provided to the Department's inmate patients. The Deputy Director is a key member of the joint California Correctional Health Care Services Executive Team, and plays a significant role in the liaison activities between the Office of the Receiver and the DCHCS, and the transition of medical, mental health, dental and ancillary services into one healthcare organization. In addition, the Deputy Director is responsible for providing administrative support to the Dental and Mental Health Programs in implementing court compliance and exit strategies associated with the Perez and Coleman litigations.

Duties include, but are not limited to:

Provides advice and consultation to the Director, DCHCS, in the formulation of departmental policies affecting the effective delivery of health care services to inmate patients, and collaborates with CDCR executive staff, legislative staff, control agencies, and the Office of the Receiver on the creation of policies that affect health care operations. Develops strategies and the implementation of realignment of field and headquarter staff resources for Mental Health, Dental and Administration under the provisions of AB 109 in coordination with CDCR and the Office of the Receiver. Collaborates with community stakeholders on realignment efforts. Serves as lead of the Clinical

Executive Team and is an executive sponsor of the Joint Statewide Healthcare Leadership Team; coordinates the monthly DCHCS and Division of Adult Institution (DAI) meetings; serves as a member of the Receiver's Turnaround Plan Executive Council, Quality Management Committee, eUHR Steering, Pharmacy Steering, Committees, Health Care Scheduling Core Leadership Committee, in the development and implementation of statewide health care policies such as access to care, medication emergency response, medical classification, outpatient dietary interventions, etc.; and develops and implements statewide nonclinical policies associated with areas such as specialty care invoices, fire camp inmates, Medical Guarded Units, utilization of hospital and other contract medical services, etc. Reviews and approves policies, approves local operating policies, develops regulations required by new and/or changes in legislation, and ensures compliance to federal, state, and departmental laws and rules.

Serves as DCHCS' expert with DAI executive staff on a wide variety of custody issues which impact DCHCS' operations; is regularly consulted with and coordinates those custody issues which impact health care issues with DCHCS and CPHCS program and executive staff; serves as the key executive representing DCHCS' interests with the DAI in the development of health care policy which crosses over and has an impact on adult operations, adult programs, and other departmental entities; and creates forums to identify and implement best practices and policies for substantial savings or cost avoidance measures and greater efficiency and efficacy.

Facilitates responses to inquiries on health care operation issues from the institutions, control agencies, legislature and public and private stakeholders by providing advice and directing requestor to the appropriate program area; reviews and provides consultation on litigation and settlement agreements; coordinates responses on cross-organizational issues; provides communication and support between the DCHCS and CPHCS, Headquarters, Clinical, Administration, and regional and institution Operations staff, and other CDCR Division staff; and coordinates responses to inquiries from CDCR executive staff, the public, media, Department of Finance, and the Governor's Office.

Coordinates with other CDCR divisions, outside entities such as Department of Mental Health and contract agencies, to ensure inmate/patient services are fully integrated and meet community standards and constitutional mandates.

Oversees the Health Care Support Services Unit, including Resource Management and Program Support, in providing policy direction, guidance, and oversight on health care operations issues to headquarters, mental health and dental staff; provides administrative leadership to the Mental Health and Dental Programs; and ensures coordination and compliance by institution operations, regarding budget and resource management, personnel rules, contract and procurement policies, and other administrative issues. Oversees budget and resource requests, monitors allocations; establishes management processes for both headquarters and field resources.

Oversees the HCPOP in providing policy direction, guidance, and oversight on health care operations issues to headquarters, mental health and dental staff which is responsible for providing coordination of statewide placement of inmates into designated health care beds; monitoring and tracking of system wide health care capabilities and census; determining population bed realignments due to high demand; developing bed needs reports to support facilities planning policy decisions on behalf of mental health, and requests for construction funding; and providing population reports to meet Coleman litigation requirements.

Oversees the HCFALL Unit in providing policy direction, guidance, and oversight on health care operations issues to headquarters, mental health and dental staff which has responsibility for the oversight for the licensing of new health care beds and ensuring continued licensure of existing beds; ensures the timely licensure of new facilities to meet project schedule deadlines; providing

healthcare subject matter expertise to CDCR's Facilities Planning and Construction Management for facilities construction and renovation projects; coordinates with Facilities Management staff, e.g. project managers and control agencies in these efforts to ensure construction meets national, state, departmental, and clinical standards; secures equipment and resources; and, serves as point of contact on behalf of CDCR between agencies such as Department of Public Health, State Fire Marshall, and Office of Statewide Health Planning and Development.

Coordinates with medical, mental health, and dental health programs to identify, develop, and implement facilities planning strategies. This includes but is not limited to: ensure adequate space and equipment is available to appropriately meet health care treatment needs, and clinical standards for all health disciplines; monitor recruitment and hiring practices; participate and make final decision on disciplinary actions; meet with Union representatives to resolve statewide labor issues; coordinate statewide IT projects; lead and implement Strategic Planning activities; and leads and/or participates in clinical policy initiatives.

### **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

#### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Substantial responsibility for a combination of management functions such as program planning, policy formulation, and organization coordination.

Ability to communicate effectively, both orally and in writing, and to interact effectively with the Federal Court, the Governor's Office staff, Office of the Attorney General's legal staff, the Department of Mental Health, the Department of Public Health, State Fire Marshall, and Office of Statewide Health Planning and Development, Legislators, law enforcement, and other governmental agencies, departmental managers, staff, and the public.

Experience in negotiation and coordination with outside stakeholders.

Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures; represent the Department before the legislature, control agencies, local governments, and other state agencies on policy level issues.

Substantial responsibility for a statewide management function such as program planning, policy formulation, and organization coordination.

Ability to provide leadership, oversight, and direction to multi-disciplinary teams.

Ability to develop and implement complex project plans, schedules, and budgets to ensure that projects are completed on time and within available resources.

Managerial/administrative experience in a leadership capacity, including the implementation and/or evaluation of program policies; the ability to communicate with Legislators, local government jurisdictions, community and civic leaders; and the development and implementation of policies and procedures.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Health Care Operations, Division of Correctional Health Care Services**, with the **CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process will consist of an evaluation of your application and statement of qualifications by a screening committee. The desirable qualifications and position description listed on the bulletin will be used as the evaluation criteria. It is important that you provide specific information and examples on how your experience, education, training, knowledge, skills, and abilities are applicable to the evaluation criteria, as the statement of qualifications may be the only basis for your final score and rank on the eligible list. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

## FILING INSTRUCTIONS

Interested applicants who meet the minimum qualifications listed above must submit:

- A Standard State Application (Form 678) that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications, desirable qualifications, and information contained in the position description sections in this bulletin. Including a resume is optional.
- A Statement of Qualifications that describes your experience, education, training, knowledge, skills, and abilities as they relate to the information contained in the position description and desirable qualifications sections in this bulletin. You must provide specific examples.
- The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.
- The Statement of Qualifications should not exceed three pages in length nor be less than 12 font.
- APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.

**Interested applicants must submit:**



- Application and Statement of Qualification materials described in the Filing Instructions section of this announcement.

**Applications must be submitted by the final filing date to:**

CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES, Selection Services  
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038  
Molly Roman | (916) 322-0088 | Molly.Roman@cdcr.ca.gov

**ADDITIONAL INFORMATION**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to CCHCS Human Resources, located at 501 J Street, Lobby Drop Box, Sacramento, CA.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with his/her Standard State Application (Form 678).

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>